

Updated Policy and Procedures: Covid-19

Thank you for taking the time to read this important document, which outlines new Policy and Procedures that has been carefully developed as a result of the Covid-19 Pandemic. The purpose of this is to maintain our open communication with you and provide you with as much information as possible with regards to how the daycare is responding to the global pandemic.

These new policies have been developed by (KST Daycare), and are reflective with what has been provided to the public by the Center for Disease Control (CDC). It applies to all staff, children, and families within the childcare facility.

- A. (KST Daycare) does not recommend that if your child has an underlying medical condition or compromised immune system that they attend during the Covid-19 pandemic. They are at a greater risk, and the safety of your child is paramount.
- B. Please note that the ability of (KST Daycare) to remain open and continue care may change suddenly and without notice. This might be ordered either by our licensing officer, or is a decision made by our staff for reasons we feel are required due to the safety of children and staff.
- C. Regular closure policies are not in effect during the Covid-19 Pandemic, but know we will handle these to the best of our ability.
- D. Repayment agreements will be handled on an individual and situational basis.
- E. As the information is changing at a rapid pace, and sometimes day to day, updates to the Covid-19 policies and procedures might be updated frequently.
- F. One family member at a time is permitted at (KST Daycare) for drop off and pick up. This is to maintain social distancing practices and limit contact within the facility. If possible, we ask that this be consistent with having the same parent or guardian each day.
- G. Only 2 parents at a time will be permitted during drop off and pick up, so if you see more than 1 parent by the door we ask that you kindly wait in your car. All pick up and drop off will take place on our front steps. We will do our best to make this process efficient and

smooth, but be aware that we might ask you to leave in a more hastily manner than normal if we see others are waiting.

- H. If children become ill within the daycare setting, they will be moved to a separate location within the facility and will be required to go home immediately. Parents/Guardians will therefore need to ensure that they are available, and in close proximity to (KST Daycare) at all times if this should occur.
- I. Parents will be asked to sanitize their hands with the bottle provided immediately picking up your child from (KST Daycare), at both drop off and pick up times.
- J. Your child's hands will be washed upon entering the daycare, and frequently throughout the day.
- K. Please leave toys at home, as we will no longer be allowing outside objects to enter the daycare as they pose a risk to others.
- L. If either yourself or someone in your home returns from international travel, then your child will be asked to remain home for 14 days. You will still be required to pay the monthly or daily fee.
- M. Children that exhibit any signs of Covid-19 will be asked to remain home for a duration of 14 days, even if symptoms are no longer present. You will still be required to pay the monthly or weekly fee.
- N. If the child care facility has to close due to licensing orders, no fee will be charged to families and a repayment agreement will take into effect.
- O. Your child will be checked for any signs or symptoms associated with Covid-19 (cough, runny nose, fever, fatigue, sore throat, etc.). Their temperature may also be checked.
- P. You may be asked to complete a daily Covid-19 assessment checklist with staff and sign a statement indicating your child is symptom free, and in good health.
- Q. Your child's belongings may be wiped down and sanitized.

Updated Illness/Sickness Policy: Covid-19

For the safety of your child, and others within the child care setting (KST Daycare) will have a very strict implementation of the updated sickness policy in response to Covid-19. For the following symptoms, your child is welcome to return to (KST Daycare) after a minimum of 14 days, and is

symptom free:

Runny Nose

Cough

Temperature of 100F/37.8 C or higher

Sore Throat

Trouble Breathing or Wheezing

Fatigue

Sinus congestion

For the following situations, your child is welcome to return to (KST Daycare) after a minimum of 14 days of isolation:

Children have, or have in the home, someone who has just returned from travel.

Children who have, or live with someone, who has been identified as "at risk" for Covid-19 exposure.

I have read and understand the new Covid-19 Policies and Procedures of (KST Daycare). By signing below, I agree to adhere by them and understand that the decisions of (KST Daycare) will be in accordance to the information provided in this document.

Parent/Guardian Signature

Date

(Please take a picture of this page and email it to kstgroupfamilydaycare@aol.com)